

# VRIS UPDATE

## Case Review Forms Effective 12/7/07 Number 122

### SUMMARY OF UPDATES

Both case review forms 'Ineligibility/Termination' and 'Active and Successful Employment Outcomes' as well as the respective instructions have been revised and posted to VRIS. All previous paper copies of the case review forms and instructions should be recycled.

### VRIS POSTING

The two case review forms are posted to VRIS at the following locations.

VRIS: Printed and Marketing Materials: Administrative Forms: Case Review Inst. Active & Successful Employment Outcome

VRIS: Printed and Marketing Materials: Administrative Forms: Ineligible/No Longer Eligible/Termination

The instructions for the two case review forms are posted to VRIS at the following locations.

VRIS: Program Manual: Operations: Case Review Instructions - Active & Successful Employment Outcome

VRIS: Program Manual: Operations: Case Review Instructions – Ineligible/No Longer Eligible/Termination

### FORMS REVISED

**Active & Successful Employment Outcome.** Changes to the form and instructions for Active & Successful Employment Outcomes were minor. Check boxes for Felon, Social Security, and Public Assistance were deleted. The Significant Dates section was reformatted. The instructions for Successful Employment Outcomes were modified to remove the requirement of reviewing 5 Active & Successful Outcome cases each month. No changes were made to the review questions.

**Ineligible/No Longer Eligible/Termination.** Changes to the previous 'Ineligibility/Termination' form include a change in the form name and major changes in terms of the review question and instructions. The instructions include the requirement for Office Directors and Area Administrators to review 5 Ineligible, No Longer Eligible, and/or Termination cases each month.

### TEAM COMMUNICATION

These forms are primarily for the use of Office Directors, Area Administrators, and Program Directors in performing case reviews. Team reviews conducted at the State Office may also include Emerging Leaders. It is particularly important for reviewers to read the instructions for the forms before conducting reviews to fully understand the scope of each question.

A suggested team exercise would be to either review the form and instructions in a team meeting or to have each team conduct a review using the form and instructions to gain an understanding of the focus of and processes around the respective reviews.

### **LEADERSHIP CONTACT**

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